

**PERSONNEL/HUMAN SERVICES COMMITTEE**

**AGENDA**

**TUESDAY, DECEMBER 10, 2023**

4:00 P.M.

**COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING**

**PAGE NO.**

- I. CALL TO ORDER**
- II. ROLL CALL**
- 1-4 III. MINUTES (12/6/2022)**
- IV. PUBLIC INPUT**
- V. PETITIONS AND COMMUNICATIONS**
- 5 A. Board Chair Begick – Proposed Amendments to Board Rules – (proposed resolution attached)**
- 6-8 B. Board Coordinator – New Full Time Typist Clerk II Position in the Board of Commissioners’ Office (Seeking approval for a full time Typist Clerk II (TA05) position for the Board of Commissioners’ Office; authorization to post/fill; approval of required budget adjustments – proposed resolution attached)**
- C. Bay County Prosecutor – Vacancies (Seeking authorization to post/fill vacancies resulting from resignations – proposed resolutions attached)**
- 9-10 1. Legal Secretary (TU-07; full time)**
- 11-12 2. Assistant Prosecutor (PN10; \$70,075.20-\$88,816.00; full time)**
- D. Personnel Director**
- 13-16 1. Vacancies (Seeking authorization to post/fill – proposed resolution attached)**
  - a. 9-1-1 Central Dispatch: Dispatcher (full time; \$17.80/hr. entry)**
  - b. Department on Aging: Supervisor Cook (full time; \$13.02/hr. entry)**
  - c. Finance: Staff Accountant at Health Dept. (part time; \$27.68/hr. entry)**

**E. Office of Assigned Counsel - NOVEMBER 2022 Report (Receive)**

- VI. REFERRALS**
- VII. UNFINISHED BUSINESS**
- VIII. NEW BUSINESS**
- IX. CLOSED SESSION**
- X. MISCELLANEOUS**
- XI. ANNOUNCEMENTS**
- XII. ADJOURNMENT**

PLEASE NOTE: THE COMMITTEE CHAIR HAS REQUESTED THAT ANY ELECTED OFFICIAL DEPARTMENT/DIVISION HEAD PLACING AN ITEM ON THIS AGENDA BE PRESENT OR HAVE A REPRESENTATIVE PRESENT TO SPEAK TO THEIR REQUEST AND/OR ANSWER ANY QUESTIONS POSED BY COMMITTEE MEMBERS.

Join Zoom Meeting

<https://us02web.zoom.us/j/81694266170>

Meeting ID: 816 9426 6170

Passcode: 547697

One tap mobile

+13126266799,,81694266170#,,,,\*547697# US (Chicago)

+19292056099,,81694266170#,,,,\*547697# US (New York)

The County of Bay will provide necessary and reasonable auxiliary aids and services such as signers for the hearing impaired and audio tapes of printed materials to individuals with disabilities upon 10 days' notice to the County of Bay. Individuals with disabilities requiring auxiliary aids or services should contact the County of Bay by writing or calling:

Amber Davis-Johnson, ADA Coordinator  
Corporation Counsel  
515 Center Avenue  
Fourth Floor, Bay County Building  
Bay City, MI 48708  
989-895-4131

**PERSONNEL/HUMAN SERVICES COMMITTEE**

**MINUTES**

MEETING OF THE BAY COUNTY PERSONNEL/HUMAN SERVICES COMMITTEE HELD ON TUESDAY,  
DECEMBER 6, 2022, IN THE COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING, 515  
CENTER AVENUE, BAY CITY, MI 48708

CALL TO ORDER BY CHAIR JOHNSON AT 6:35 P.M.

**ROLL CALL:**

MOTION NO.												
COMMISSIONERS PRESENT:	1	2	3	4	5	6	7	8	9	10	11	12
Jayme A. Johnson, Chair	P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Ernie Krygier, Vice Chair	P	M/Y	M/Y	S/Y	M/Y	Y	Y	M/Y	M/Y	Y	S/Y	M/Y
Marie Fox	P	Y	S/Y	Y	Y	Y	Y	Y	M/Y	M/Y	Y	Y
Vaughn J. Begick	P	S/Y	Y	Y	Y	M/Y	Y	Y	Y	S/Y	Y	Y
Kim Coonan	P	Y	Y	M/Y	S/Y	Y	Y	Y	Y	Y	Y	Y
Kaysey L. Radtke	P	Y	Y	Y	Y	S/Y	S/Y	S/Y	Y	Y	Y	S/Y
Thomas M. Herek, Ex Officio	P	Y	Y	Y	Y	Y	M/Y	Y	S/Y	S/Y	Y	M/Y
MOTION NO.												
COMMISSIONERS PRESENT:	13	14	15	16	17	18	19	20	21	22	23	24
Jayme A. Johnson, Chair	Y	Y	Y									
Ernie Krygier, Vice Chair	M/Y	M/Y	M/Y									
Marie Fox	Y	Y	Y									
Vaughn J. Begick	S/Y	Y	S/Y									
Kim Coonan	Y	S/Y	Y									
Kaysey L. Radtke	Y	Y	Y									
Thomas M. Herek, Ex Officio	Y	Y	Y									
MOTION NO.												
COMMISSIONERS PRESENT:	25	26	27	28	29	30	31	32	33	34	35	36
Jayme A. Johnson, Chair												
Ernie Krygier, Vice Chair												
Marie Fox												
Vaughn J. Begick												
Kim Coonan												
Kaysey L. Radtke												
Thomas M. Herek, Ex Officio												

OTHERS PRESENT: C.Gignac, J.Barcia, A.Davis-Johnson, S.Walraven, L. Arsenault, D. Berger, J.Strasz,  
T.Banaszak, D.Poirier, N.Paige, B.Redmond, L. Shields, W.Hoffman, M.Bacigalupo, R.Brandt

PRESENT VIA ZOOM:

M- MOVED; S-SUPPORTED; Y-YEA; ABS.-ABSTAIN; E-EXCUSED; A-ABSENT; W-WITHDRAWN

PERSONNEL/HUMAN SERVICES COMMITTEE

MINUTES

Tuesday, December 6, 2022

PAGE 2

MOTION NO.

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NOTE: In addition to these typed minutes which provide an overview of the meeting and are not verbatim, this Committee meeting was also videotaped and those tapes are available for review in the Executive's Office or can be viewed on Bay County's website [www.baycounty-mi.gov/executive/videos](http://www.baycounty-mi.gov/executive/videos).

1. MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES OF THE NOVEMBER 1, 2022, PERSONNEL/HUMAN SERVICES COMMITTEE MEETING AS PRINTED.

Public input was called with no one expressing a desire to address the Committee.

The first item on the agenda was a presentation by Wayne Hofmann and Michael Bacigalupo from Wade Trim to provide a proposal for professional planning and engineering assistance in preparing an Electric Vehicle (EV) Charging Station Study for Bay County. The process would identify locations within the County for highest potential demand, sites that are best accommodated by existing electrification infrastructure, and position the County and key stakeholders to compete for future federal funding include collaboration with the Bay City Downtown Development Authority (DDA), DDAs throughout the County, and Bay City Electric, Light, and Power.

2. MOVED, SUPPORTED AND CARRIED TO RECEIVE THE PRESENTATION AND REFER TO FULL BOARD

Commissioner Johnson suggested a motion to allocate remaining \$40,000 of ARPA funds to Wade Trim for EV Feasibility Study with Corporation Counsel Amber Davis-Johnson, who acts as the Board's Parliamentarian, calling a point of order, explaining that in order to add this to the agenda it needed to be done at the beginning of the meeting to comply with Board Rules. If it is added later suspending Board Rules will need to be a proceeding motion. Commissioner Coonan made a motion to suspend the Board Rules after which it was

3. MOVED, SUPPORTED AND CARRIED TO SUSPEND THE BOARD RULES WITH A ROLE CALL VOTE: 6 Yas and 0 Nays.

4. **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO ALLOCATE REMAINING \$40,000 OF ARPA FUNDS TO WADE TRIM FOR EV FEASIBILITY STUDY (COMMISSIONER JOHNSON).**

Environmental Affairs and Community Development Director Laura Ogar addressed the Committee and explained that under Transportation Planning Studies and Transportation Planning Grant, EV Studies are required to be conducted and asked if BCATS could be mentioned as a partner in the Resolution.

5. **MOVED, SUPPORTED AND CARRIED RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE: CREATION OF FULL TIME ANIMAL SERVICES MANAGER FOR THE BAY COUNTY ANIMAL SERVICES & ADOPTION CENTER (COUNTY EXECUTIVE).**
6. **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION APPROVING THE RENEWAL AGREEMENT WITH NURSE PRACTITIONER TAMMY J. HILL, DNP [NOTE: PRIOR TO BOARD APPROVAL, THE RESOLUTION WAS REVISED TO INCLUDE AUTHORIZING OBTAINING THE SERVICES OF AN ADDITIONAL NURSE PRACTITIONER; APPROVAL OF UPCOMING RENEWAL AGREEMENTS WITH EXISTING NURSE PRACTITIONERS; AND APPROVAL OF REQUIRED BUDGET ADJUSTMENTS (HEALTH DEPT.).**
7. **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE AMENDMENT TO BAY COUNTY FREEDOM OF INFORMATION ACT (FOIA) PROCEDURES & GUIDELINES (CORPORATION COUNSEL).**
8. **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION TO RENEW THE PROPERTY AND LIABILITY INSURANCE WITH MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY - 2023 (CORPORATION COUNSEL).**
9. **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL VACANCIES IN 911 CENTRAL DISPATCH, DEPARTMENT OF CRIMINAL DEFENSE, AND MOSQUITO CONTROL (PERSONNEL).**
10. **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL A NEW GRANT FUNDED POSITION IN THE DEPARTMENT ON AGING: RESPITE CARE WORKER; PART TIME; \$12.02/HR. ENTRY (PERSONNEL).**

11. MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION REGARDING THE RECLASSIFICATION OR RECREATION MANAGER TO MB09 AND GYPSY MOTH COORDINATOR TO PB07 (PERSONNEL).

12. MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION SEEKING APPROVAL TO ALLOW THE FOUR (4) PRELIMINARY BREATHALYZER TEST (PBT) OFFICERS EMPLOYEES TO RETAIN FRINGE BENEFITS AND WAGES (PERSONNEL).

13. MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION REGARDING CREATION OF FULL TIME TYPIST CLERK III FOR ANIMAL SERVICES & ADOPTION CENTER (PERSONNEL).

14. MOVED, SUPPORTED AND CARRIED TO RECEIVE THE OCTOBER 2022 REPORT PROVIDED BY THE OFFICE OF ASSIGNED COUNSEL.

There being no further business, it was

15. MOVED, SUPPORTED AND CARRIED TO ADJOURN (7:01 P.M.)

Submitted By:

Lindsey Arsenault

Board Coordinator

**BAY COUNTY BOARD OF COMMISSIONERS  
JANUARY 17, 2023  
RESOLUTION**

**BY:** BAY COUNTY BOARD OF COMMISSIONERS (1/17/2023)

**WHEREAS,** Article I, Section 1 of the Bay County Board of Commissioners Rules indicates that "Regular Meetings of the Board of Commissioners shall be held on the third Tuesday of each month except for when meetings are required by statute"; and

**WHEREAS,** Currently, the Ways and Means Committee meets on the first Tuesday of each month, and the Personnel and Human Services Committee meets on the second Tuesday of each month. The Board Chair determines the composition and number of the standing committees, as well as the dates for the standing committee meetings; and

**WHEREAS,** The Board Chair believes that it would be more efficient to conduct business for both Administration and the Board if the meeting dates are changed so that the full Board continues to meet on the third Tuesday of each month following the Ways and Means Committee and the Personnel and Human Services that will both meet on the First Tuesday of each month; and

**WHEREAS,** The Board Chair recommends a change to Article III-Order of Business that would now include the following for each committee and board meeting: CALL TO ORDER, ROLL CALL, INVOCATION, PLEDGE OF ALLEGIANCE, MINUTES OF PRECEDING MEETING(S), AGENDA APPROVAL, CITIZEN INPUT, PETITIONS AND COMMUNICATIONS, REPORTS/ RESOLUTIONS OF STANDING COMMITTEES, REPORTS OF COUNTY OFFICIALS, COMMISSIONER COMMENTS, UNFINISHED BUSINESS, NEW BUSINESS, PUBLIC INPUT, MISCELLANEOUS, ANNOUNCEMENTS, CLOSED SESSION (if requested), RECESS OR ADJOURNMENT, and

**WHEREAS,** The Board Chair recommends that an addition to Article XVI-Appointments, be made to paragraph 2 that would state "The Board Coordinator will notify the applicants that they will have an opportunity to speak in Public Comment during a committee or board meeting prior to the appointment vote of the Commission, and

**WHEREAS,** There is no financial impact as a result of these rule changes; Therefore, Be It

**RESOLVED** That the Bay County Board of Commissioners approves the Board Chair recommended changes (outlined above) to the Rules of the Bay County Board of Commissioners.

Vaughn J. Begick, Board Chair

**MOVED BY COMM.** \_\_\_\_\_

**SUPPORTED BY COMM.** \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
KATHY NIEMIEC				COLLEEN M. MAILLETTE				DENNIS R. POIRIER			
TIM BANASZAK				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

**VOTE TOTALS:**

**ROLL CALL:** YEAS\_\_\_\_ NAYS\_\_\_\_ EXCUSED\_\_\_\_

**VOICE:** YEAS\_\_\_\_ NAYS\_\_\_\_ EXCUSED\_\_\_\_

**DISPOSITION:** ADOPTED\_\_\_\_ DEFEATED\_\_\_\_ WITHDRAWN-\_\_\_\_

AMENDED\_\_\_\_ CORRECTED\_\_\_\_ REFERRED\_\_\_\_ NO ACTION TAKEN\_\_\_\_

To: Kathy Niemiec, Chair  
Personnel/Human Services Committee

From: Deanne Berger (former Board Coordinator)

Date: January 4, 2023

Request: New Full Time Typist Clerk II Position in the Board of Commissioners' Office

Background: The Board of Commissioners' office has been staffed part time for many, many years (prior to that there were three full time employees, i.e. Board Coordinator, clerical assistant and Financial Analyst). The Board office is currently in the middle of a scanning project which has been underway since approx. August of 2022. Great progress has been and continues to be made. In the very near future, the Board Coordinator will be charged with scanning Board documents into OnBase, the electronic filing system.

Lindsey Arsenault, the Board Coordinator, is new to the position and is making great strides as she continues to learn the various aspects of her job, however, the new OnBase scanning duties, which were not duties assigned the former Board Coordinator, are time consuming (scanning each resolution and each motion individually and then accurately indexing each document to allow for ease when researching). In order to meet the goal of the scanning project, this function must be done as soon as the adopted documents are available. The need to prepare resolutions and documents for the various agenda, type the meeting minutes for inclusion on the agenda and then prepare and distribute the agenda to allow sufficient time for the commissioners' review is the main priority of the Board Coordinator and must also be done in timely manner. However, there are many other tasks assigned to this position only some of which are: responding to requests from commissioners, departments and constituents, processing the Board's payroll and accounts payable, and other day-to-day duties of the position. Even though the Board Coordinator position is now a full time position, it will be impossible for one person to handle all of the above in a 40 hour work week.

Economics: Given that the Board Analyst position hasn't been filled, funds exist in the Board of Commissioners' 2023 budget to cover the clerical position.

Recommend: The addition of a full time clerical position will serve the Board Coordinator and the Commissioners very well and ensure that the office is accessible every day. It is requested that the Committee recommend that the Board authorize posting/filling a full time Typist Clerk II position (TA05) in the Board of Commissioners' office (\$13.97 per hour entry, progressing to \$16.72 per hour after 2 years); approve required budget adjustments.



## BAY COUNTY BOARD OF COMMISSIONERS

JANUARY 17, 2023

## RESOLUTION

- BY:** PERSONNEL/HUMAN SERVICES COMMITTEE (1/10/2023)
- WHEREAS,** The Board of Commissioners' office has been staffed part time for many, many years but prior to that there were three full time employees, i.e. Board Coordinator, clerical assistant and Financial Analyst; and
- WHEREAS,** The Board office is currently in the middle of a scanning project that has been underway since approx. August of 2022. Great progress has been and continues to be made by temporary help who have been scanning records back to 1958, however, in the very near future, the Board Coordinator will be charged with scanning Board documents into OnBase, the electronic filing system; and
- WHEREAS,** Lindsey Arsenault, the Board Coordinator, is new to the position and is making great strides as she continues to learn the various aspects of her job, but the new OnBase scanning duties, which were not duties assigned the former Board Coordinator, are time consuming (scanning each resolution and each motion individually and then accurately indexing each document to allow for ease when researching). In order to meet the goal of the scanning project, this function must be done as soon as the adopted documents are available; and
- WHEREAS,** The need to prepare resolutions and documents for the various agenda, type the meeting minutes for inclusion on the agenda and then prepare and distribute the agenda to allow sufficient time for the commissioners' review is the main priority of the Board Coordinator and must also be done in timely manner. There are many other tasks assigned to this position only some of which are: responding to daily requests from commissioners, departments and constituents, processing the Board's payroll and accounts payable, and other day-to-day duties of the position; and
- WHEREAS,** Even though the Board Coordinator position is now a full time position, it will be impossible for one person to handle all of the above in a 40 hour work week; and
- WHEREAS,** Given that the Board Analyst position hasn't been filled, funds exist in the Board of Commissioners' 2023 budget to cover the clerical position; and
- WHEREAS,** The addition of a full time clerical position will serve the Board Coordinator and the Commissioners very well and ensure that the office is accessible every day; Therefore, Be It
- RESOLVED** That the Bay County Board of Commissioners approves a full time Typist Clerk II (TA05) (\$13.97 per hour entry progressing to \$16.72 per hour after 2 years) position for the Board of Commissioners' Office and authorizes posting/filling said position; Be It Further
- RESOLVED** Related budget adjustments, if required, are approved.

KATHY NIEMIEC, CHAIR  
AND COMMITTEE

Board of Commissioners - New Position - Typist Clerk II

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
KATHY NIEMIEC				COLLEEN MAILLETTE				DENNIS POIRIER			
TIM BANASZAK				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_ NO ACTION TAKEN \_\_\_\_\_

# BAY COUNTY PROSECUTING ATTORNEY

## NANCY E. BORUSHKO

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TO: Jayme A. Johnson  
Chair, Personnel/Human Services Committee

FROM: Nancy E. Borushko *NEB*  
Bay County Prosecutor

RE: Request to fill a Legal Secretary position

DATE: December 22, 2022

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Request: To be placed on the Agenda for the next Personnel/Human Services Committee.

Background: Request to replace a Legal Secretary, a TU-07 position, due to an employee resignation.

A Legal Secretary works as a clerical assistant to an Attorney practicing for the County, with emphasis on legal document preparation and typing. The work requires a familiarity with legal terminology and absolute confidentiality.

Finance: This is a full-time position with benefits. Funds exist within the current Prosecutor budget.

Recommendation: Please refer to the full Board for approval to fill this position.

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cc: Tiffany Jerry, Personnel Director  
Tom Herek, Board Chairman  
Shawna Walraven, Finance Officer  
Kim Priessnitz, Asst. Finance Officer

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BAY COUNTY COURT FACILITY, 1230 WASHINGTON, STE. 768, BAY CITY, MI 48708

TELEPHONE (989) 895-4185 FAX: (989) 895-4167  
TDD [HEARING IMPAIRED] (989) 895-2059

## BAY COUNTY BOARD OF COMMISSIONERS

JANUARY 17, 2023

## RESOLUTION

**BY:** PERSONNEL/HUMAN SERVICES COMMITTEE (1/10/2023)

**WHEREAS,** Due to an employee resignation, the Bay County Prosecutor wishes to fill a Legal Secretary vacancy in the Prosecutor's Office; and

**WHEREAS,** This is a full time position with benefits and funds exist within the Prosecutor's 2023 budget to cover this position; Therefore, Be It

**RESOLVED** That the Bay County Board of Commissioners authorizes posting/filling a Legal Secretary vacancy in the Prosecutor's Office (full time; TU-07); Be It Further

**RESOLVED** That authorization is granted to post/fill vacancies resulting from moves within a department whereby a Board approved vacancy was filled from staff within the department creating another vacancy in the same department, monies for said positions to come from the respective departmental budgets; Be It Further

**RESOLVED** That in the event individuals hired to fill approved vacancies prove to be unqualified or no longer want the position, the Personnel Director is authorized to post/fill the previously approved vacancy within a 60 day time period; Be It Further

**RESOLVED** That budget adjustments, if required, are approved; Be It Further

**RESOLVED** That it is clearly understood that any positions funded through a grant shall be terminated or hours reduced if grant funding is terminated or reduced.

KATHY NIEMIEC, CHAIR  
AND COMMITTEE

Prosecutor – Legal Secretary

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
KATHY NIEMIEC				COLLEEN M. MAILLETTE				DENNIS R. POIRIER			
TIM BANASZAK				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:

ROLL CALL: YEAS\_\_\_\_ NAYS\_\_\_\_ EXCUSED\_\_\_\_

VOICE: YEAS\_\_\_\_ NAYS\_\_\_\_ EXCUSED\_\_\_\_

DISPOSITION: ADOPTED\_\_\_\_ DEFEATED\_\_\_\_ WITHDRAWN-\_\_\_\_

AMENDED\_\_\_\_ CORRECTED\_\_\_\_ REFERRED\_\_\_\_ NO ACTION TAKEN\_\_\_\_

# BAY COUNTY PROSECUTING ATTORNEY

## NANCY E. BORUSHKO

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TO: Jayme Johnson  
Chairperson, Personnel/Human Services Committee

FROM: Nancy E. Borushko *NEB*  
Bay County Prosecuting Attorney

RE: Personnel/Human Services Committee Agenda

DATE: December 14, 2022

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Request: To be placed on the agenda for the next Personnel/Human Services Committee.

Background: Request to fill the position of Assistant Prosecutor due to the resignation of an Assistant Prosecutor. I will need to fill this position as soon as possible. An Assistant Prosecutor is a PN10 position. The PN10 salary range is \$70,075.20 - \$88,816.00.

Under the general supervision of the Prosecuting Attorney, an Assistant Prosecutor serves as the legal representative of the People of the State of Michigan in regard to criminal offenses in Bay County. He/She prosecutes persons accused of misdemeanor, felony and juvenile offenses and prepares case materials and participates in all court proceedings until final disposition of case.

Finance: This is a full-time position with benefits. Funds exist within the current Prosecutor budget.

Recommendation: Please refer to the full Board for approval to fill the position of an Assistant Prosecuting Attorney.

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cc: Tiffany Jerry, Personnel Director  
Tom Herek, Board Chairman  
Shawna Walraven, Finance Officer  
Kim Priessnitz, Asst. Finance Officer

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BAY COUNTY COURT FACILITY, 1230 WASHINGTON, STE. 768, BAY CITY, MI 48708

TELEPHONE (989) 895-4185 FAX: (989) 895-4167  
TDD [HEARING IMPAIRED] (989) 895-2059

## BAY COUNTY BOARD OF COMMISSIONERS

JANUARY 17, 2023

## RESOLUTION

**BY:** PERSONNEL/HUMAN SERVICES COMMITTEE (1/10/2023)

**WHEREAS,** Due to a resignation, the Bay County Prosecutor wishes to fill an Assistant Prosecutor (PN10; \$70,075.20- \$88,816.00) vacancy in her department as soon as possible; and

**WHEREAS,** This is a full time position with benefits and funds exist within the Prosecutor's budget; and

**WHEREAS,** Under the general supervision of the Prosecuting Attorney, an Assistant Prosecutor serves as the legal representative of the People of the State of Michigan in regard to criminal offenses in Bay County. He/She prosecutes persons accused of misdemeanor, felony and juvenile offenses, prepares case materials and participates in all court proceedings until final disposition of case; Therefore, Be It

**RESOLVED** That the Bay County Board of Commissioners approves filling the Assistant Prosecutor vacancy at the PN10 level, funds to come from the Prosecutor's budget; Be It Further

**RESOLVED** That authorization is granted to post/fill vacancies resulting from moves within a department whereby a Board approved vacancy was filled from staff within the department creating another vacancy in the same department, monies for said positions to come from the respective departmental budgets; Be It Further

**RESOLVED** That in the event individuals hired to fill approved vacancies prove to be unqualified or no longer want the position, the Personnel Director is authorized to post/fill the previously approved vacancy within a 60 day time period; Be It Further

**RESOLVED** That budget adjustments, if required, are approved; Be It Further

**RESOLVED** That it is clearly understood that any positions funded through a grant shall be terminated or hours reduced if grant funding is terminated or reduced.

KATHY NIEMIEC, CHAIR  
AND COMMITTEE

Prosecutor - Assistant Prosecutor Vacancy

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
KATHY NIEMIEC				COLLEEN M. MAILLETTE				DENNIS R. POIRIER			
TIM BANASZAK				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_ NAYS \_\_\_\_ EXCUSED \_\_\_\_

VOICE: YEAS \_\_\_\_ NAYS \_\_\_\_ EXCUSED \_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_ DEFEATED \_\_\_\_ WITHDRAWN-\_\_\_\_  
AMENDED \_\_\_\_ CORRECTED \_\_\_\_ REFERRED \_\_\_\_ NO ACTION TAKEN \_\_\_\_



## BAY COUNTY PERSONNEL DEPARTMENT

**James A. Barcia**  
County Executive

**Tiffany Jerry**  
Director  
[jerryt@baycounty.net](mailto:jerryt@baycounty.net)

To: Chair, Personnel/Human Services Committee

From: Tiffany Jerry, Director of Personnel and Employee Relations

Date: January 3, 2023

Re: Personnel/Human Services Committee Agenda



Please consider the following items for the agenda of your committee meeting scheduled for January 10, 2023.

1. **Request (Vacancy):**

Brent Rubis has submitted a request to hire a full-time 9-1-1 dispatcher with Bay County Central Dispatch, if needed.

**Background:**

Due to the high turnover and the nature of 9-1-1 dispatcher positions, this is an attempt to maintain minimum staffing levels at Central Dispatch.

**Finance/Economics:**

Full-time position with benefits as provided for within the GELC labor agreement, although union membership is voluntary. Entry level rate of pay is \$17.80 per hour. Funds exist within the current existing budget.

**Recommendation:**

Please refer to the full board for approval to hire a full-time 9-1-1 dispatcher, if needed.

2. **Request (Vacancy):**

Beth Eurich has submitted a request to post and fill a full-time Cook position with the Department on Aging.

**Background:**

The vacancy is due to the resignation of the current employee effective 1/6/2023.

**Finance/Economics:**

This is a full-time position with benefits as provided for within the USW Full-time Labor Agreement, although union membership is voluntary. Rate of pay is \$13.02 per hour progressing to \$15.28 per hour after 26 years (TU04). This is a budgeted full-time position.

**Recommendation:**

Please refer to the full board for approval to hire a full-time Cook.

3. **Request (Vacancy):**

Shawna Walraven requested to post and fill the part-time Staff Accountant at the Health Department.

515 Center Avenue, Suite 301, Bay City, Michigan 48708  
Tel: (989) 895-4098 | Fax: (989) 895-2076  
Web: [www.baycounty-mi.gov](http://www.baycounty-mi.gov)

**Background:**

The current employee has resigned effective 1/5/2023.

**Finance/Economics:**

This is a part-time position with benefits as provided for within the BCAMPs labor agreement, although union membership is voluntary. Entry rate of pay is \$27.68 per hour progressing to \$32.45 per hour after 3 years (BT08). This is a current budgeted position.

**Recommendation:**

Please refer to the full board for approval to post and fill the part-time staff accountant position.

Thank you for your consideration and approval of any necessary budget adjustments related to the aforementioned requests. If you have any questions or concerns, please feel free to contact me.

cc: Jim Barcla  
Amber Davis-Johnson  
Shawna Walraven  
Kim Priessnitz  
Brent Rubis  
Beth Eulich  
Shawna Walraven  
Joel Strasz





**BAY COUNTY  
DEPARTMENT ON AGING**


**James A. Barcia  
County Executive**

Beth Eurich, LBSW  
Director

[euriche@baycounty.net](mailto:euriche@baycounty.net)

December 27, 2022

To: Tiffany Jerry  
Personnel Director

From: Beth Eurich, LBSW   
Bay County Department on Aging Director

**Request:**

To post and fill one Full-time Cook position.

**Background:**

Current employee has given his notice and last day will be 1/6/22

**Finance/Economics:**

This is a Full-time position as provided for within the USW Full-time agreement, although union membership is voluntary. Rate of pay \$13.02 (TU04) per hour, after 2 years and \$15.28 (TU04) per hour, after 2 years. It is a budgeted Full-time position.

**Recommendation:**

To post and fill the Full-time Cook position. Additionally, if this position is filled with an internal candidate, requesting permission to post and fill (yet to be determined) vacancy as well.

## BAY COUNTY BOARD OF COMMISSIONERS

JANUARY 17, 2023

## RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (1/10/2023)

RESOLVED By the Bay County Board of Commissioners that concurrence is given to post/advertise/fill the following full time/part time/temporary/seasonal or co-op positions/vacancies/new positions, monies for said positions to come from the respective departmental budgets:

## I. VACANCIES (BUDGETED)

- a. 9-1-1 Central Dispatch: Dispatcher (full time; \$17.80/hr. entry)
- b. Department on Aging: Supervisor Cook (full time; \$13.02/hr. entry)
- c. Finance: Staff Accountant at Health Dept. (part time; \$27.68/hr. entry)

RESOLVED That authorization is granted to post/fill vacancies resulting from moves within a department whereby a Board approved vacancy was filled from staff within the department creating another vacancy in the same department, monies for said positions to come from the respective departmental budgets; Be It Further

RESOLVED That in the event individuals hired to fill approved vacancies prove to be unqualified or no longer want the position, the Personnel Director is authorized to post/fill the previously approved vacancy within a 60 day time period; Be It Further

RESOLVED That budget adjustments, if required, are approved; Be It Further

RESOLVED That it is clearly understood that any positions funded through a grant shall be terminated or hours reduced if grant funding is terminated or reduced

KATHY NIEMIEC, CHAIR  
AND COMMITTEE

Vacancies – January

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
KATHY NIEMIEC				COLLEEN M. MAILLETTE				DENNIS R. POIRIER			
TIM BANASZAK				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

## VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_ NAYS \_\_\_\_ EXCUSED \_\_\_\_

VOICE: YEAS \_\_\_\_ NAYS \_\_\_\_ EXCUSED \_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_ DEFEATED \_\_\_\_ WITHDRAWN- \_\_\_\_

AMENDED \_\_\_\_ CORRECTED \_\_\_\_ REFERRED \_\_\_\_ NO ACTION TAKEN \_\_\_\_

**OFFICE OF ASSIGNED COUNSEL**  
**MONTHLY REPORT**  
**NOVEMBER, 2022**

				2020	2021	2022
Total Number of Arraignments:				182	196	284
C.C. FEL/VOP/PPO	24	Misd.	153			
Felony	58	Misc. Arraign.	8			
		Arraign. Only	12			
		FTA/FTP/VOB	29			
Total Number of Referrals:				135	161	229
C.C. FEL/VOP/PPO	13	Misd.	156			
Felony	60					
Total Number of New Assignments:				103	115	186
C.C. FEL/VOP/PPO	10	Misd.	127			
Felony	49					
Total Number of Defendants Currently Representing - Assigned on New Charges:				28	45	43
C.C. FEL/VOP/PPO	3	Misd.	29			
Felony	11					
Total Number of Defendants denied Court Appointed Counsel:				4	1	0
C.C. FEL/VOP/PPO	0	Misd.	0			
Felony	0					

**ARRAIGNMENTS**

**JEFF MARTIN**

Total Arraignments:				169
Felonies	28			
Misd.	111			
Arraign. Only	8	Settled 3		
FTA/FTP/VOB	22			

**GARSKE/HEWITT**

Total Arraignments:				83
Felonies	30			
Misd.	42			
Arraign. Only	4	Settled 2		
FTA/FTP/VOB	7			

**CIRCUIT COURT**

Total Arraignments:				24
C.C. FEL/VOP/PPO	24	Arraigned 11 on VOB		

## ASSIGNMENTS

There were a total of 229 defendants assigned

### ANDREA LABEAN

#### Criminal Defense Office

202020212022

New Assignments: .....

C.C. FEL/VOP/PPO	5
Felonies	3
Misd.	16

Arraigned 5

Defendants Currently Representing - Assigned on New Charges: .....

C.C. FEL/VOP/PPO	2
Felonies	4
Misd.	8

Arraigned 2

There were a total of 229 assignments on felonies, misdemeanors, traffic & violations of probation, which the Criminal Defense Office was assigned.

38 or 17%

### MICHAEL KANUSZEWSKI

2022

New Assignments: .....

C.C. FEL/VOP/PPO	0
Felonies	1
Misd.	48

Defendants Currently Representing - Assigned on New Charges: .....

C.C. FEL/VOP/PPO	1
Felonies	0
Misd.	3

Arraigned 1

There were a total of 229 assignments on felonies, misdemeanors, traffic & violations of probation, which the Criminal Defense Office was assigned.

53 or 23%

### CHRISTOPHER JOHNSON

2022

New Assignments: .....

C.C. FEL/VOP/PPO	0
Felonies	15
Misd.	4

Defendants Currently Representing - Assigned on New Charges: .....

C.C. FEL/VOP/PPO	0
Felonies	0
Misd.	0

There were a total of 229 assignments on felonies, misdemeanors, traffic & violations of probation, which the Criminal Defense Office was assigned.

19 or 8%

### BRUCE MANNIKKO

#### Public Defender Office

202020212022

New Assignments: .....

C.C. FEL/VOP/PPO	2
Felonies	0
Misd.	0

Arraigned 2

Defendants Currently Representing - Assigned on New Charges: .....

C.C. FEL/VOP/PPO	0
Felonies	0
Misd.	1

There were a total of 229 assignments on felonies, misdemeanors, traffic & violations of probation, which the Public Defender's Office was assigned

3 or 1%

**AARON HETHERINGTON**2022

New Assignments: .....

20

C.C. FEL/VOP/PPO	2
Felonies	17
Misd.	1

Arraigned 2

Defendants Currently Representing - Assigned on New Charges: .....

5

C.C. FEL/VOP/PPO	0
Felonies	2
Misd.	3

There were a total of 229 assignments on felonies, misdemeanors, traffic & violations of probation, which the Public Defender's Office was assigned 25 or 11%.

**ANDREW BONNELL**2022

New Assignments: .....

62

C.C. FEL/VOP/PPO	0
Felonies	5
Misd.	57

Defendants Currently Representing - Assigned on New Charges: .....

13

C.C. FEL/VOP/PPO	0
Felonies	2
Misd.	11

Arraigned 1

There were a total of 229 assignments on felonies, misdemeanors, traffic & violations of probation, which the Public Defender's Office was assigned 75 or 33%.

**ROSTER ATTORNEYS**

New Assignments: .....

202020212022

1

14

10

C.C. FEL/VOP/PPO	1
Felonies	8
Misd.	1

Arraigned 1

Defendants Currently Representing - Assigned on New Charges: .....

1

8

6

C.C. FEL/VOP/PPO	0
Felonies	3
Misd.	3

Arraigned 1

There were a total of 229 assignments on felonies, misdemeanors, traffic & violations of probation, which the Roster Attorneys were assigned 16 or 7%.